

**Internal Policies and Procedures
of the
Utah State Board of Education**

Policy #:	01-02
Subject:	Travel and Expense Reimbursement
Date:	March 7, 2022
Policy Owner:	Assistant Superintendent of Operations
Policy Officer:	Deputy Superintendent of Operations

References:

The following additional resources should be referenced in conjunction with this policy:

- [Utah Administrative Code, Title R25. Finance](#)
- Utah Administrative Code:
 - [Title 63A-3-106](#): authorizes the Division of Finance to make rules governing meeting per diem and travel expenses for board members attending official meetings.
 - [Title 63A-3-107](#): authorizes the Division of Finance to make rules governing in-state and out- of-state travel expenses.
- [State of Utah Accounting Policies FIACCT 05 \(Payments\)](#)
- [State of Utah Accounting Policies FIACCT 10 \(Travel\)](#)

Definitions:

The definitions below define standard wording referred to throughout the USBE Policies and Procedures and apply to all instances where a word/phrase is used.

- **Conference**: A meeting, retreat, seminar, symposium, or event that involves USBE employee travel. It also applies to training activities that are conferences.
- **Department or Section**: A Department or Section within the USBE.

- **Financial Operations**: The section at USBE responsible for accounting and financial functions.
- **ESS Travel**: The travel module with the Employee Self-Serve (ESS) system.
- **Home Base**: The last location the employee leaves from and the first location the employee returns to. The traveler may leave from one home base and return to a different home base.
- **Section Travel Specialists**: Designated employees within USBE Sections that are assigned certain travel-related responsibilities, such as performing data-entry in ESS Travel and assisting with other travel-related administrative functions. These employees are designated at the Section-level.
- **State Visa Travel Card (SVTC)**: An SVTC is a payment card (i.e., P-card or Purchasing card) that may be used for payment of official state business travel expenses, such as lodging or rental cars, with the exception of meals. The SVTC acts as a “P-card” for travel-related purchases. An SVTC is available for personnel that travel more than three times per year. Refer to the Procurement Policies and Procedures for more information on the requirements to obtain and utilize an SVTC.
- **State Travel Office**: State agency responsible for State travel responsibilities, which is within the State of Utah’s Division of Fleet Operations.
- **Traveler**: For purposes of this policy, “traveler” means any person (employee, board member or other individual) who is traveling on behalf of USBE business and being reimbursed for travel expenses.
- **Travel Coordinator**: USBE Budget Officers who have been designated by USBE Financial Operations to have certain approval authorities and responsibilities in the travel and expense reimbursement process, as defined in this policy.
- **Utah Division of Finance**: A division under the State of Utah’s Department of Government Operations.
- **USBE Purchasing**: The function within the Financial Operations Section that manages the purchasing function.
- **Visa Business Travel Account (BTA)**: A State account that must be utilized for purchasing **ALL** airline tickets for any USBE-related travel.

I. **PURPOSE:** The Utah State Board of (“USBE”, “Agency”) has adopted these Travel and Expense Reimbursement Policies and Procedures (“policies” and “procedures”) to ensure that travel and other expenses incurred by USBE’s employees, board members, and others (collectively referred to as “travelers” throughout this policy) who incur expenses in relation to USBE employment or business, are:

- Consistently requested, documented, and approved;
- Related to USBE reasonable and appropriate business purposes only; and
- Processed utilizing a consistent and well-controlled process.

II. **SCOPE:** These policies apply to all employees, board members, and others (“travelers”) who incur travel or other expenses on behalf of the USBE for business-related purposes. In order for any expense to be reimbursed, it must be requested, documented, and approved in accordance with the detailed policies and procedures described below.

Throughout this document, words like “must” and “should” are used. When the term “must” is used, no group or individual has the authority to deviate from the specific policy or procedure. The term “should” is used to convey that individuals are expected to follow the policy and procedures as written and are required to justify any deviations. Deviations should only occur when the specifics of the situation justify a reasonable departure from the recommended policy and procedures.

III. **POLICIES:**

1. **General Travel Policies:**

- a. The USBE will reimburse travelers for all reasonable and necessary expenses incurred while conducting USBE business, with the intent that travelers should neither lose nor gain financially as a result of conducting USBE business.
 - i. A necessary expense is one for which there is a clear business purpose that is within policy limitations.
 - ii. A clear business purpose contains all information necessary to substantiate the expenditure, including how the expenditure benefited the USBE.
 - iii. Prudent spending is an important part of the USBE’s culture. Travelers are expected to use common sense and good judgment to control travel costs and other expenses.
- b. **Use of Travel Rewards:** The use of travel reward programs (i.e., hotel and airline points) by travelers is permitted, and the rewards earned from USBE-related travel

may be used by travelers for personal benefits. However, travelers are prohibited from making any travel decisions that are not favorable to the USBE in order to gain more or better rewards. State policy should be referenced for any potential restrictions related to reward programs. Vouchers received by travelers from airlines due to being denied boarding or for voluntarily changing their flight are the property of the State and must be turned over to the USBE Travel Coordinator.

- c. Delegation of Authority: Delegation of approval authority is permitted, unless specifically prohibited within this policy. The delegation request must be submitted in writing, include the delegator, the person being delegated to, and the approval authority being assigned. The written request of delegation must be submitted to Financial Operations for pre-approval by the Superintendency, and if approved, for inclusion on the Delegation List. All delegations included on the Delegation List are reapproved annually.
- d. Monitoring: All Supervisors approving travel requests and expense reports are responsible for monitoring their employee's travel to ensure that it is reasonable, appropriate, and beneficial to the USBE. Any indications of abuse, such as unnecessarily traveling on the USBE's expense for personal gain, must be reported immediately to the appropriate level of authority.

2. Travel Request Policies

- a. All travel requested must be formally documented by the requesting employee (i.e., the traveler) in accordance with the documentation requirements and timelines presented in this policy.
 - i. For in-state overnight travel requests, the employee is responsible for submitting the In-State, Overnight Travel Request in ESS Travel in enough advance to ensure that required ESS Travel approvals can be obtained prior to the travel date.
 - ii. For out-of-state travel, the initial request should be submitted and through all ESS Travel approvals at least 45 days prior to the date of travel to allow for the approval and travel scheduling process to occur.
 - iii. Any requests **not** submitted within the timeline requirements of this policy must include an exception memo approved by the Superintendent or Designee detailing why the timeline was not adhered to.
- b. A Section Travel Specialist has been assigned within each USBE Section to assist with the travel process. The Section Travel Specialist will be assigned data-entry

access rights in ESS Travel for their assigned travelers; however, this does not allow them to submit travel for approval, this is the responsibility of the traveler.

3. **Travel Request Approval Policies**

- a. **In-State Overnight Travel Approval Requirements:** If more than ten (10) travelers are going to the same in-state destination, a multiple traveler memo must be obtained and signed by the Superintendent or Designee and attached to the travel request in ESS Travel. The request is submitted through ESS Travel and must be approved by the Supervisor, Travel Coordinator, Section Director (if other than the Supervisor). All approvals must be obtained **prior** to the date of travel.
- b. **Out-of-State Travel Approval Requirements:** For all out-of-state travel requests, the Section Accountant approval and/or an approved multiple traveler memo must be obtained with the FI-5, **prior** to initiating the electronic approval process in ESS Travel. Once approval from the Section Accountant or approved multiple traveler memo is received, the request must be initiated through ESS Travel and requires approval from the employee's Supervisor, Travel Coordinator, Section Director (if other than the Supervisor), and the Superintendent or Designee.

4. **Travel Scheduling Policies**

- a. After a travel request is properly approved in ESS Travel, travelers are permitted to schedule their lodging and registration. Travelers are only allowed to schedule their lodging and registration prior to all approvals being obtained in situations where there is no cancellation fee or other charge for lodging or registration.
- b. **Air Travel:** All airline travel arrangements must be processed through the State Travel Office utilizing the Visa Business Travel Account (BTA). Travelers are permitted to book their own in-state air travel, or may use the Section Travel Specialist; however, **all out-of-state air travel must be booked by the Travel Coordinator.**

5. **Travel Advance Policies**

- a. Travelers are eligible for up to a 90% travel advance for lodging and meal expenses for out-of-state travel, subject to limitations presented in this policy.
- b. An employee is limited to receiving three (3) advances in any fiscal year and is not permitted to receive an advance if another travel advance is still outstanding.

6. **Travel Expense Report Policies**

- a. A Travel Expense Report must be completed and submitted in ESS Travel no later

than 45 days after the return from travel. Any expenses **not** submitted within the timeline requirements of this policy must include an exception memo approved by the Superintendent or Designee detailing why the timeline was not adhered to. Expenses submitted after the 45-day requirement might not be reimbursed. Reimbursement requests that include an advance must be **submitted and through all ESS Travel approvals within 30 days.**

- b. All expenses that are requested for reimbursement must be supported by an itemized receipt or other sufficient documentation.
- c. Reimbursements will not be made for expenses not properly supported, not in compliance with this policy, related to travel that is not for a clear USBE business purpose, or not approved by the appropriate level.

IV. **PROCEDURES:**

1. **General Travel Procedures**

- a. Acceptable travel purposes include:
 - i. Performing site visits;
 - ii. Attending business meetings;
 - iii. Attending conferences or trainings; and,
 - iv. Performing program reviews.

While this is not a complete listing of acceptable travel purposes, it should be used as a guide for travelers in assessing whether a potential reason to travel is justified and consistent with the examples presented here. Travelers should consult with their Supervisor if they are not sure if travel meets the requirements of an acceptable travel purpose.

- b. During the travel request and approval process, the traveler will be asked to document the business purpose for the travel and show that due diligence has been performed to assess the necessity of the travel, such as whether attending in person is necessary, if required trips could be combined to reduce costs, and other considerations that are reasonable in evaluating the travel costs and need. Overall, travelers are encouraged to do the right thing when it comes to requesting travel in order to promote the efficient and effective use of USBE resources.

2. **Travel Request Procedures**

- a. Travelers are encouraged to discuss upcoming travel needs with their immediate

Supervisor prior to initiating the travel request process. This helps ensure the Supervisor is aware of upcoming travel needs and expects the request to be submitted for approval. This discussion on the front-end of the travel process helps to ensure the travel has already been verbally approved and the Supervisor agrees with the business purpose of the trip and that appropriate due diligence has been performed by the employee before the request is submitted.

- b. Travel Requests: Dependent on whether the requested travel is in-state (day-travel or overnight) or out-of-state, the request timeline and documentation requirements vary, as presented below.
 - i. In-State Day-Travel (Non-Overnight): While formal documentation of the travel request and approval process is not required, travelers are required to inform their Supervisor of the travel prior to the date of travel. The Supervisor's approval for day-travel will be documented after the travel is complete during the Travel Expense Report process described below. However, if the day travel relates to a conference or training, the employee or Section Travel Specialist must confirm that the conference is listed on the Membership/Conference Approved List Master. If it's not on the list, the employee/Section Travel Specialist must follow the process to have it added to the list.
 - ii. In-State, Overnight Travel Requests:
 - A. Plan for Travel: For in-state, overnight travel requests, the employee or the Section Travel Specialist will use ESS Travel to initiate an In-State Overnight Travel Request and electronically attach all supporting documentation (price quotes, estimates, an approved exception memo for late requests, etc.). At a minimum, the following must be documented on the request:
 - 1) Date and time leaving home base
 - 2) Date returning and time arriving back to home base
 - 3) Business purpose, including a description of reason for the travel (i.e., the conference, training, site visit) and the overall benefit expected to be gained from attending
 - B. Mode of transportation (i.e., personal vehicle, fleet vehicle, etc.)
 - C. Estimated cost including mileage or gas, parking, meals, etc., as allowed for within this policy

D. State the business justification and purpose of the travel in the comments section

iii. Out-of-State Travel Requests:

A. Plan for Travel: Out-of-state travel should be requested **(and the approval process completed)** 45 days prior to the travel date. This timeline allows for the approval process to occur, while still ensuring that travel can be scheduled in enough advance that allows for the best available pricing to be obtained. The employee must research travel options and estimated costs for the upcoming trip. The Section Travel Specialist can be utilized as a resource for gathering estimates and supporting documentation for these estimates. The employee is responsible for accumulating all required information including:

- 1) Destination location
- 2) Date and time leaving home base
- 3) Date returning and time arriving back to home base
- 4) Business purpose including a description of point of the travel (i.e., conference, training, site visit) and the overall benefit expected to be gained from attending.
- 5) Dates in which the conference, training or other activities will occur
- 6) Estimated expenses for the categories below:
 - Transportation costs such as airfare, State's service fee, parking, taxis, etc. For airfare, the employee will provide departure and arrival dates/times to the State Travel Office and obtain flight options and estimated costs. A minimum of three (3) quotes from State Travel should be included as support.
 - Lodging (hotel) – The lodging estimate, with State service fee (if applicable), with all supporting documentation. If traveler is not staying at a conference hotel, lodging must be booked through State Travel.
 - Registration (for conference, training, etc.), if applicable
 - Meals or other incidentals expected – Travelers should consider all possible incidentals that may be incurred to avoid significant

variances between estimated and actual travel expenditures. If certain travel expenses are unknown, travelers are encouraged to build in an allowance to accommodate extra expenses during the request process so that approvers are aware of the true potential cost of the travel.

7) A completed [FI-48](#) form if a travel advance is being requested

B. Complete USBE Request for Out-of-State Authorization Form: The traveler will submit the information above in the most efficient means possible (memo, email, etc.) to their assigned Section Travel Specialist, along with any supporting documentation to support the business purpose of the travel and the estimated expenses, such as the airline quote(s) from the State Travel Office online price printouts, rate quotes, or registration forms. The Section Travel Specialist is responsible for completing the [FI-5 USBE Request for Out-of-State Travel Authorization](#) form.

c. Justification Memo for Late Requests: Any requests not submitted within the timeline requirements presented above must be justified by a memo which includes the reason the timeline was not adhered to (i.e., reason that the request was submitted late). This memo must document the circumstances that prevented the employee from adhering to the timeline requirements of this policy and must be approved by the Superintendent or Designee. An exception memo is required under the following circumstances:

- i. In-state overnight requests which are not complete and **THROUGH ALL** ESS Travel approvals prior to the date of travel. The memo must be attached in ESS Travel.
- ii. Out-of-state travel requests which are not complete and through **ALL** ESS Travel approvals 45 days prior to the date of travel. The memo must be attached to the [FI-5 USBE Request for Out-of-State Travel Authorization](#) form and attached in ESS Travel. If out-of-state travel is requested two (2) weeks or less before the date of travel, the Travel Coordinator should be notified by the employee or Section Travel Specialist, via email, as soon as the initial request is known, to help ensure the rush request can be processed.

3. Travel Request Approval Procedures

a. In-State Overnight Travel Approval Requirements: If more than ten (10) travelers are going to the same in-state destination, a multiple traveler memo must be

obtained and signed by the Superintendent or Designee and attached to the travel request in ESS Travel. The memo must include names of all travelers, destination, mode of transportation, and estimated cost.

Once an employee submits the In-State Overnight Travel Request in ESS Travel, it must go through the approval process, prior to the date of travel, based on the workflow presented below:

Type	ESS Travel Approval Workflow
In-State, Overnight Travel Request	Employee > Supervisor > Travel Coordinator >Section Director

Expenses incurred for travel that were not pre-approved may be rejected for reimbursement.

b. Out-of-State Travel Approval Requirements:

i. [FI-5 USBE Request for Out-of-State Travel Authorization](#): Once the FI-5 USBE Request for Out-of-State Travel Authorization form is completed, the Section Travel Specialist performs the following to finalize the form:

A. Electronically (email), or if needed manually delivers the request to obtain the following approval signatures on the form:

1) If less than three (3) travelers in total for the USBE, deliver/circulate electronically to:

- The Section Accountant

2) If three (3) or more travelers in total are on the FI-5 and using the document as the multiple traveler memo, deliver/circulate electronically to:

- The Director/Assistant Superintendent;
- SSC;
- The assigned Deputy Superintendent;
- The Section Accountant(s);

3) If more than one (1) FI-5 and more than four (4) travelers in total for the USBE, deliver/circulate electronically to:

- The Section Accountant(s)

- Multi-Traveler memo approved by the Superintendent or Designee which includes the names of all travelers, the destination of travel, and estimated cost of travel.
- B. Combine the final form, with the required approvals, with all supporting documentation (estimates, memos, etc.) into a single PDF file.
- ii. ESS Out-of-State Travel Request Creation: The Section Travel Specialist will electronically initiate and create the Out-of-State Travel Request in ESS Travel then attach the PDF packet to support the request and initiate the ESS Travel approval workflow. In the event the Section Travel Specialist is not available to create the request in ESS Travel, the Travel Coordinators will serve as backup. Travelers requesting travel will not be permitted to create an Out-of-State Travel Request in ESS Travel.
- iii. ESS Out-of-State Travel Request Approval Workflow: All travel requested must be formally approved by all approvers **prior** to scheduling travel unless an exception has been documented and approved or unless specifically allowed for within this policy. The request will be sent for approval based on the ESS Travel approval workflow below:

Type	ESS Travel Approval Workflow
Out-of-State Travel Request	Employee > Supervisor > Travel Coordinator > Section Director > Superintendent or Designee

- c. If an approver serves in multiple roles in the workflow (Supervisor, Section Director, or Superintendent or Designee) they will only be required to approve the travel request once in the workflow, which will count for both roles.
- d. Travel Approval Responsibilities: The approvers of employee travel requests have specific responsibilities to consider when granting travel approvals. These specific considerations and responsibilities are presented in the following chart. When a related approval is granted, the approver is signifying that they accept the responsibilities of approval described.

Approver (Format of Approval)	Approval Responsibility
Employee (Manual Signature and ESS)	<p>By initiating a travel request, the employee is taking responsibility that they believe the travel is necessary and for a valid business purpose, they have researched the most economical cost and estimated those costs as accurately as possible, and they have considered reasonable alternatives (i.e., combining trips, performing remotely, etc.).</p> <p>If a request is submitted subsequent to 45 days prior to the out-of-state travel date or on/after the date of travel for in-state, the employee has created and attached the exception memo signed by the Superintendent or Designee. The employee is also authorizing the dates and times of travel documented are true and accurate.</p>
Supervisor (or another designated approver) (ESS)	<p>Approval signifies that they have reviewed the business purpose and believe it is reasonable and necessary, it is in line with the business objectives, the estimated cost is in line with the budget for the section, and the employee travel is approved at the section level.</p> <p>If a request is submitted subsequent to 45 days prior to the out-of-state travel date, or on/after the date of travel for in-state, approval signifies that the Supervisor has verified that the exception memo is attached, and that justification is reasonable and approved.</p>
Travel Coordinator (ESS)	<p>Approval signifies that they have reviewed the request and ensured that all required supporting documentation is attached, that all approvals were obtained, and that the travel and documentation is in compliance with these policies and procedures. Any conference or training registration identified will be initiated in accordance with the procedures below. If a travel advance is being requested via a completed FI-48 form, compliance with policy will be confirmed.</p>
Section Director (ESS)	<p>If the original supervisor approving is not the Section Director, the Section Director must approve to acknowledge that they are aware of and approve the travel.</p>
Superintendent or Designee	<p>Approves all out-of-state overnight travel in ESS Travel, in compliance with State and USBE policy.</p>

4. Travel Scheduling Procedures

- a. After required approvals are completed in ESS Travel, the employee will receive an email indicating their travel has been approved. At this point, the employee is permitted to schedule their lodging, and registration. Travelers are only allowed to schedule lodging and registration prior to all approvals being obtained in situations where there is no cancellation fee or other charge for the lodging and registration. If an employee schedules travel-related reservations prior to all approvals and a cancellation fee or other charge is incurred due to a denial of travel approval, the employee will not be reimbursed.
- b. Travelers are required to setup a [Travel Profile](#) with the State Travel Office allowing them to setup their travel preferences and other travel information. When setting up this profile, travelers will have the option to input their personal credit card information to be used for booking lodging and out-of-state rental cars, or a State Visa Travel Card (SVTC) may be used.
- c. Air Travel: The State requires that a Visa Business Travel Account (BTA) be used for the purchase of all airline tickets. Tickets charged to the BTA are billed back to the USBE as the account holder (section, division, etc.) on a monthly basis. Reimbursements will not be made if an employee's personal credit card is used in lieu of the BTA. After the travel request is approved, the air travel is booked according to the following specific information:
 - i. In-State Travel Flights: In-state airline tickets are booked by the Section through the State Travel Office utilizing the ESS Travel system approved number or an assigned ED. An ED is a document number provided by the Superintendent and Deputy Superintendents' Administrative Assistants when the travel request is not required to be submitted through ESS Travel, and it provides approval to book a flight. The Section Travel Specialist can be utilized to coordinate scheduling flights through the State Travel System, or the employee can schedule flights themselves.
 - ii. Out-of-State Travel Flights: The traveler will receive an email notification from ESS Travel when the request is approved and must forward this email to the Travel Coordinator who then can formally book the flight through the State Travel Office. The Travel Coordinator will schedule the flights for the employee, and the employee will receive an itinerary showing the flight scheduled.

iii. Flight Selection:

- A. Fare Selection: The lowest cost fare for a restricted non-refundable electronic ticket should be selected. Reservations should be made at least 21 days in advance to obtain the lowest fares, unless an exception has been approved, as described above.
- B. Flight Itinerary: Travelers should take a connecting flight if the total time of the flight is less than three (3) hours longer than a non-stop flight and the cost of the connecting flight is \$200 or less.
- C. Return: Travelers should try to find acceptable flight arrival times back to Salt Lake City (SLC) versus staying an additional night out-of-town, if possible.

iv. Air Travel Related Fees:

- A. Change Vouchers: Travelers should never volunteer to change their flight when traveling on State business. Vouchers given to travelers while on State business are the property of the State and must be given to the Travel Coordinator to be used towards another flight for State business.
 - B. Unused Tickets: Unused airline tickets are to be returned to the travel agency (through the State Travel Office) for future travel credit.
 - C. In-Flight Wi-Fi: Travelers will be reimbursed for reasonable expenses related to inflight Wi-Fi with documented business justification.
 - D. Baggage Fees: Travelers will be reimbursed for reasonable expenses related to baggage fees for one (1) bag. Excess baggage charges are only reimbursable if the employee is required to carry USBE materials or if the trip is in excess of five (5) business days. Travelers should review the airline's carry-on baggage allowances in advance of travel to avoid late checked-bag fees.
 - E. Airport Parking: Airport parking is reimbursable at the current long-term parking rate at the SLC Airport, regardless of where you park.
- v. Flight Changes/Cancellations: Any changes or cancellations of existing flights should be reported as soon as possible. When air travel is originally scheduled through the State Travel Office, there is a 24-hour window in which to make changes (i.e., name corrections, name spelling, information that did not match the [FI-5](#), etc.). Changes in flights can also be made, when necessary, for valid

business purposes. In all cases, where an additional fee will be incurred for a change/cancellation, the employee must obtain prior approval from their Supervisor. For changes subsequent to that 24-hour window:

- A. In-State: The employee or the Section Travel Specialist will process the change/cancellation.
 - B. Out-of-State: The Travel Coordinator will process the change/cancellation. If a change is necessary while traveling after hours, the employee must contact the State Travel Office through the after-hours State Travel contact number on their itinerary.
- d. Lodging: Travelers who travel on State business may be eligible for a lodging reimbursement, subject to the requirements identified below. The Section Travel Specialist may be utilized to assist in scheduling lodging.
- i. Choice of Lodging: When lodging is required, travelers should stay at the lodging facility nearest to the meeting/training/work location where State lodging per diem rates are accepted, in order to minimize transportation costs.
 - A. Conference Hotel: If the traveler is using the conference hotel, they may make their own reservation. Documentation that the conference rate was obtained will be required for reimbursement. If the conference rate is not available, the traveler must go through the State Travel Office to confirm their reservation to thereby obtain the best rate.
 - B. Non-Conference Hotel: If a traveler cannot obtain a per diem rate for a non-conference hotel, the traveler must call the State Travel Office to secure a reservation. Travelers may not demand a certain hotel.
 - ii. Booking Lodging: If lodging is not available at the conference hotel, or not available at the allowable per diem rate in the area the traveler needs to stay, the State Travel Office will book a hotel with the best available rate. In this circumstance, the traveler will be reimbursed at the actual rate booked. It is the traveler's responsibility to ensure they are charged the correct rate for the hotel.
 - iii. Upgrades and Other Fees:
 - A. Upgrades: Travelers may not be reimbursed for upgrades to any travel lodging without an exception, in accordance with the State Travel Policy, Section C of [FIACCT 10-02.00](#). Any approval provided for upgraded accommodations must include a business justification for the upgrade. This

documentation will be required for the processing of the expense reimbursement.

- B. Other Fees: Travelers may be reimbursed for internet access fees (unless a mobile hot-spot has been provided) and hotel parking, if it is required (excluding valet services, unless it is the only option. Drive vs. Fly does not allow reimbursement for parking).
- iv. Exceeding Per Diem Rate: If an employee chooses to stay at a hotel that costs more than the allowable per diem rate, and did not book through the State Travel Office, the employee will only be reimbursed at the allowable per diem rate, plus tax and any mandatory fees charged by the hotel.
- e. Ground Transportation: Ground transportation shall be accomplished and reimbursed in accordance with the best interest of the USBE. Travelers using an approved alternate method of transportation will be reimbursed only for the method that is in the best interest of the USBE. Ground transportation expenses include, but are not limited to, mileage reimbursement, bus/taxi fares, rental cars, parking, train, Uber/Lyft, and tolls reasonably and necessarily incurred while conducting business on behalf of the USBE. Personal use costs, such as transportation to restaurants, are not reimbursable.

Travelers traveling on behalf of USBE business should assess during the travel request process the most economical and reasonable mode of ground transportation for the planned travel. In normal circumstances, utilizing a fleet vehicle for in-state travel is the most economical; however, with prior approval and justification, the use of a personal or rented vehicle may be allowed, subject to this policy.

- i. Fleet Vehicle Use: Travelers traveling on USBE business should use a fleet vehicle, if available, unless the employee's Supervisor determines and provides in writing, in advance of travel, that the use of a fleet vehicle is clearly not the most efficient method of travel. USBE also has access to rental contracted vehicles, which for purposes of this policy, are considered fleet vehicles.

Travelers must comply with State policies, including the [Utah Administrative Code Title R27-3](#), the Division of Finance's State Vehicle Usage ([FIACCT 10-01.00](#)) and the [Department of Human Services Appropriate Vehicle Use \(01-12\)](#). Travelers must follow all applicable State laws, rules, and policies, and no USBE employee may operate a rental-contracted vehicle without a valid driver license and Fleet Operator ID.

- A. Insurance and Liability: The State liability policy is only in effect while the employee is using the fleet vehicle or rental-contracted vehicle for official USBE business. For this reason, personal use of the vehicle, including allowing friends or family members to ride in a fleet vehicle or rental-contracted vehicle is not allowed.-The State Travel Office is responsible for tracking license and insurance information.
- B. Vehicle Special Use Request: A [USBE Vehicle Special Use Request](#) form must be completed and approved by the Assistant Superintendent or above, for the following circumstances:
- If choosing to take your personal vehicle, in lieu of using a State fleet or rental vehicle, reimbursements will be limited to the **lower cost** of driving a personal vehicle or renting a car, according to the cost comparison found at this link: <https://fleet.utah.gov/motor-pool-a/demand-motor-pool-mobile/personal-vehicle-vs-rental-vehicle/>
When travel is 100 miles or more round trip, the cost comparison sheet must be attached to the reimbursement.
 - Parking a State or rental-contracted vehicle at an employee's home overnight.
 - Allowing a non-USBE employee (can only be a contractor, LEA employee or person involved in the business trip) to ride in a State vehicle.
 - Taking a State or rental-contracted vehicle more than 25 miles outside of the Utah state line, except in cases where it is customary to travel out-of-state in order to perform an employee's regular employment duties and responsibilities.
The approved form must be attached to the corresponding travel request in ESS Travel.
- C. Taking Rental Vehicles Out-of-State: If the traveler is taking a rental car out of State, an approval memo from the Superintendent or Designee must also be included with the request. If travel time taken for driving during the employee's normal work week is greater than that which would have occurred had the employee flown, the excess time is forfeited by the employee.

- D. Personal Use of State Vehicle: As a general rule, the personal use of State vehicles is prohibited, however, there are some exceptions. These exceptions must be handled in accordance with State Policy ([FIACCT 10-01.00](#)).
- E. Accidents: If a claim or an accident occurs during USBE business, regardless of the type of vehicle (State, rented, or personal), the employee must immediately notify the Utah Division of Risk Management.
- ii. App-Based Ride Share: A traveler should not use a taxi/Uber/Lyft if a more economical mode of transportation is readily available (shuttle, bus, etc.). Taxi/Shuttle/Uber/Lyft to or from the SLC International Airport is not reimbursable unless prior written approval from the Superintendent or Designee is obtained.
- iii. Driving Private Vehicle Instead of Flying: Prior approval by the Superintendent or Designee is required for driving a private vehicle instead of flying. Mileage reimbursement will be for the lesser of mileage or air fare unless an exception is specifically approved by the Superintendent. Mileage is calculated at the current lower mileage rate based on the USBE policy.
- iv. Vehicle Reimbursement: If an employee chooses to drive out of state instead of flying, the maximum reimbursement allowed is the lowest reasonable airfare or the driving mileage, whichever is less. The policy is the same when a third party is paying the travel expenses. Travelers who choose to drive will not be reimbursed for parking or toll fees. Per diem and lodging outside of flight itinerary time is not eligible for reimbursement. Within 50 days prior to the trip, the traveler must fill out the required [Driving vs. Flying](#) form and submit to the State Travel Office. This approved documentation back from the State Travel Office must be attached to the original travel request and will show the amount of reimbursement that the employee will be eligible for.
- v. Parking Expenses: Local parking expenses for in-state business may be reimbursed, excluding valet parking, if a receipt is submitted. Out-of-state parking also requires a receipt be submitted.
- vi. Private Vehicle Use Mileage Reimbursement: Travelers may only use their personal cars for USBE business if they have suitable liability insurance. Travelers may claim reimbursement for mileage expenses when they are authorized by their Supervisor to:

- Operate a privately owned vehicle on State business.
- Incur mileage associated with a State-approved relocation.

Travelers participating in work-related business trips may have the option to leave from and return to work or home, rather than reporting first to USBE, based on their Supervisor's approval.

Private vehicle mileage reimbursement in conjunction with overnight travel will be reimbursed on an Expense Report through ESS Travel.

Private vehicle mileage for non-overnight travel must be submitted on a [SB 38A - Private Vehicle Usage Report for Reimbursement](#) form.

When travel is 100 miles or more round trip, the cost comparison sheet must be attached to the reimbursement.

- vii. Rental Cars: If a State fleet vehicle is not available, travelers may choose between a rental vehicle or mileage reimbursement for use of their personal vehicle. Rental cars for in-state travel should be booked at <https://fleet.utah.gov/motor-pool-a/demand-motor-pool/> and by clicking on the "click here to rent from an Enterprise retail location" link in the middle of the webpage. Reimbursements will be limited to the lower cost of driving a personal vehicle or renting a car, according to the cost comparison found on this link: <https://fleet.utah.gov/motor-pool-a/demand-motor-pool/personal-vehicle-vs-rental-vehicle/>.

When travel is 100 miles or more round trip, the cost comparison sheet must be attached to the reimbursement.

If a rental car is booked directly through the State Travel Office, pre-approval must be obtained in writing in advance of the travel from the State Superintendent or Designee.

- f. Meals and Incidentals: Meals included in the registration fee and complimentary meals will reduce the meal allowance described below. Information should be included in the travel request documentation as to whether or not the conference or training registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. Continental breakfasts are reflected as a provided meal unless the traveler makes other arrangements for breakfast; in which case a receipt is required for reimbursement. In special circumstances, an exception memo can be approved by the Superintendent or Designee to allow for per diem in lieu of receipts for any or all meals due to medical dietary restrictions.

Meals provided on airlines will not reduce the meal allowance.

- i. Travel Time Frames: For travel lasting 24 hours or more, travelers may claim meals based on the following timeframes. The meal reimbursement is determined by the time of day the traveler leaves “Home Base” (the location that the employee leaves from and/or returns to), the days at the location, and the time of day the employee returns to “Home Base”, as shown in the travel time frames table below. Allowances for meal reimbursements are inclusive of tax and tips.

Depart on First Day	Meals Allowed	Return on Last Day	Meals Allowed
12:01 AM to 6:00 AM	Breakfast Lunch Dinner	12:01 AM to 6:00 AM	NO MEALS
6:01 AM to 12:00 PM	Lunch Dinner	6:01 AM to 12:00 PM	Breakfast
12:01 PM to 6:00 PM	Dinner	12:01 PM to 6:00 PM	Breakfast Lunch
6:01 PM to 12:00 AM	NO MEALS	6:01 PM to 12:00 AM	Breakfast Lunch Dinner

- ii. Meal Allowance for Non-Overnight Trips: If the farthest destination is at least 100 miles one way from the USBE offices, the traveler may receive a taxable meal allowance if the circumstances below exist. Meals for non-overnight trips must be claimed in ESS Travel on a Day-trip Expense Report.

Meal	Permitted
Breakfast	Traveler leaves "Home Base" by 6:00 AM
Lunch	When the trip meets one of the following: Officially approved trip warrants eligibility to breakfast and dinner or Traveler leaves "Home Base" by 10:00 AM and returns by 2:00 PM
Dinner	Traveler returns to "Home Base" after 6:01 PM

- iii. Incidentals: The term "incidentals" includes fees and tips for assistance with baggage and maid services. Travelers may be reimbursed up to a combined maximum of \$5.00 per day. These tips must be explicitly detailed on the reimbursement form.

- g. Conference Registration/Fees: An employee may attend and participate in conferences or trainings of recognized professional organizations to maintain and improve professional competency at USBE's expense, subject to the availability of funds and the employee's work responsibilities. When the initial travel request is submitted, conference or training registration/fees are handled in one of the following ways:
 - i. In-State Conference or Training Registration: The employee or Section Travel Specialist must confirm that the conference is listed on the Membership/Conference Approved List Master. If not on the list, the employee/Section Travel Specialist must follow the process to have it added to the list.
 - ii. Out-of-State Conference/Training: The employee or Section Travel Specialist must confirm that the conference is listed on the Membership/Conference Approved List Master. If not on the list, the employee/Section Travel Specialist must follow the process to have it added to the list.
 - iii. Permitted Conferences and Training: Attending a conference or training at USBE's expense may be authorized for the following:
 - A. Conferences or trainings sponsored or co-sponsored by the USBE at which an employee's attendance is required in the performance of official duties;

- B. Conferences or trainings of governmental organizations and the employee's attendance is related to official duties or for the purpose of transacting USBE business;
 - C. Conferences or trainings of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to USBE's functions or activities and attendance is in the employee's official performance;
 - D. Conferences or trainings at which an employee is furthering USBE programs;
 - E. Conferences or trainings at which an employee is presenting papers or program results which further the development of USBE;
 - F. Conferences or trainings at which an employee is pursuing related professional continuing education.
- h. Travel Changes: Travelers are responsible for notifying the Travel Coordinator of any changes to their itinerary/travel plans. Late changes to flights that result in additional cost are discouraged.

5. **Travel Advance Procedures**

- a. Travelers are eligible to receive an advance for up to 90% of estimated travel costs for hotel and meal per diem only by completing an [FI-48](#) form, which must be approved by the Superintendent or Designee. The following restrictions apply:
 - i. Travelers are limited to receiving no more than three (3) travel advances in a fiscal year.
 - ii. A travel advance cannot be issued if a previously issued travel advance is outstanding. In order for a new travel advance to be issued, the prior travel must have already occurred, and the related reimbursement must have been processed. Reimbursement requests that include an advance must be submitted and through all ESS Travel approvals within 30 days of return from the travel.
- b. The [FI-48](#) form should be attached to the initial travel request in ESS Travel; however, it will be considered after-the-fact, as long as there is sufficient time to obtain required approvals and process the advance. The Section Travel Specialist can assist in completing the form and obtaining approval.
- c. The appropriate Section Accountant is responsible for tracking approved travel

advances and submitting the request through the accounts payable process to ensure the employee receives the funds approximately one (1) week prior to the date of travel. Refer to the Accounts Payable Policies and Procedures for more information.

6. **Travel Expense Report Procedures**

- a. **Travel Expense Report**: For reimbursement of travel-related expenditures paid for by an employee, a Travel Expense Report must be initiated in ESS Travel by either the employee or the Section Travel Specialist. For in-state overnight and out-of-state travel, the Travel Expense Report must be created from the original Travel Request in ESS Travel, which will carry forward the travel number and information.
- b. **Supporting Documentation**: Support is required for all expenses being claimed, including detailed itemized receipts, the State Travel Office issued itinerary (air, and/or hotel or rental car), the final agenda for a conference or training, or any other forms or supporting documentation justifying charges. All expenses for which reimbursement is being requested must be supported by a receipt or other reasonable documentation, regardless of the amount of the expense. While State policy only requires receipts for incidentals (i.e., ground transportation, tips, parking, etc.) if the expense is in excess of \$20, the USBE has elected a stricter policy, requiring a receipt/support for all expenses, including those less than the State's \$20 threshold. The only exception is for tips/gratuities, subject to the amount thresholds included in this policy.
 - i. **Missing Receipts**: If a receipt for an allowable expense under \$20 (i.e., \$19.99, or less) is lost or not received, the employee should document the details of the expense in the comments box of the Travel Expense Report. Comments must denote the date, vendor, itemized expenses incurred, and the reason a receipt/other support is not available. If a receipt is lost or not available for an expense that is \$20 or above, the expense may be reimbursed at \$19.99 with the same detailed information as above.
 - ii. **Receipt Submission**: All receipts, or other reasonable support as described above, must be scanned, and electronically attached to the Travel Expense Report in ESS Travel.
- c. **Timeline of Submission**: An expense report must be completed by the employee or Section Travel Specialist in ESS Travel and through final approval within 45 days from the date of returning from travel. The expense report must also include all required supporting documentation. Any expense report submitted after the 45-

day requirement must include an exception memo, approved by the Superintendent or Designee, detailing why the timeline was not adhered to, amount of reimbursement, and how the employee plans to not miss the submission deadline again. Expenses submitted after the 45-day requirement might not be reimbursed. Reimbursement requests that include an advance must be submitted and through all ESS Travel approvals within 30 days.

- d. Travel Expense Report Approvals: Once the Travel Expense Report is completed in ESS Travel, and all supporting documentation is electronically attached, the employee will submit it for approval. Dependent on the type of travel, the following approvals are required.

Type	Approval Workflow
Out-of-State Travel Expense Reports	Employee > Supervisor > Travel Coordinator
In-State Travel Expense Reports	Employee > Supervisor > Travel Coordinator
In-State Day Trip Expense Reports	Employee > Supervisor

- e. Travel Expense Report Approval Responsibilities: The approvers of employee Travel Expense Reports have specific responsibilities to consider when granting approvals for reimbursement. These specific considerations and responsibilities are presented on the following page, and when a related approval is granted, the approver is signifying that they accept the responsibilities of approval.

Approver	Approval Responsibility
Employee	<p>Submission of the request signifies that the employee incurred the related expenses for approved USBE business-related purposes, that all expenses were in-fact paid by the employee and were reasonable and appropriate. The employee is also certifying that they attended, in full, all business-related travel activities that were initially agreed to during the travel request process such as the conference or training, site visit, meetings, etc. For missing receipts in which reimbursement is being requested, the employee is certifying that the expense was incurred for the stated business purpose.</p> <p>Any significant overages from the originally approved travel expense estimates included on the initial travel request (i.e., actual travel expenses exceeded estimated travel expenses), notes should be made on the expense report explaining the reason for the overage (this does not include airfare).</p>
Supervisor (or designated approver)	<p>Approval signifies that they approve all expenses for reimbursement, that they have ensured that appropriate supporting documentation, in accordance with this policy, has been attached, and that they believe that all expenses appear reasonable and appropriate for the related travel.</p> <p>Approval also signifies that a comparison of the original estimated costs on the initial travel request to the expenses included on the Travel Expense Report are consistent and that any expense overages (i.e., actual travel expenses exceeded estimated travel expenses) are justified and approved for reimbursement.</p>
Travel Coordinator	<p>Approval signifies that the Travel Expense Report has been reviewed and compared to the original travel request, that all expense overages (i.e., actual travel expenses exceeded estimated travel expenses) appear reasonable and were approved by the Supervisor, and that all supporting documentation is itemized and attached. If the Expense Report requires more documentation or explanation, it will be rejected back to the traveler. Approval signifies that the reimbursement is approved for payment.</p>

- f. Once the final approval is obtained and the Travel Expense Report is submitted, it is electronically submitted via ESS Travel to the State Payroll Office for reimbursement to be made to the employee in accordance with the standard payroll schedule.

V. **History:**

This policy was approved July 1, 2020. This policy was revised September 21, 2020. On March 7, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.